

**JOB DESCRIPTION**  
**MURFREESBORO PARKS AND RECREATION DEPARTMENT**  
**PART-TIME FACILITY ATTENDANT**

1. **JOB TITLE:** PART-TIME FACILITY ATTENDANT

2. **DEFINITION:** The part-time Facility Attendant is responsible for assisting in the operation of the assigned facility including operating the cash register, answering the telephone, maintaining attendance records and monitoring the gymnasium and adjacent areas such as the weight room, lobby, game room, pool, aerobics area and track as needed. The Facility Attendant reports directly to the assigned supervisor. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act as having a possible occupational exposure to bloodborne pathogens and as Non-Safety Sensitive; the employee is subject to reasonable suspicion, post-accident, return to duty and follow-up drug and alcohol testing.

3. **EQUIPMENT/JOB LOCATION:**

- a. The employee operates a cash register, telephone, copy machine, ball pumps, adjustable basketball goals, erects volleyball nets and standards, and other recreational equipment.
- b. The employee works indoors and outdoors at the assigned recreational facility. All City facilities are smoke free. The employee may be exposed to loud noises.

4. **ESSENTIAL FUNCTIONS OF THE JOB:**

- a. Oversees, monitors and takes attendance at various areas on the first and second floors of the facility including the gym, lobby, game room, weight room, track, aerobics area and pool.
- b. Distributes recreational equipment to patrons.
- c. Collects monies, issues receipts and operates the cash register in an efficient and accurate manner.
- d. Answers the phone, obtains and delivers phone messages.
- e. Assists patrons by providing them with information and/or directing them to the proper supervisor.
- f. Observes and enforces all rules and regulations of the facility.
- g. Obtains assistance from other employees and/or supervisors as needed when situations arise such as arguments among patrons.
- h. Takes reservations for exercise classes and other programs.
- i. Keeps the front desk area and equipment neat and orderly.
- j. Keeps supervisor informed of any problems arising with participants, activities and the assigned facility.

5. **ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Provides first aid as needed.
- b. Assists in keeping accurate records of attendance, inventory, maintenance, class registration and accidents.
- c. Performs other duties and special projects as assigned.

**6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Must have legal authorization to work in the United States
- b. Must be a minimum of 16 years of age; applicants 18 years of age and older preferred.
- c. Educational background and experience in recreation or like field preferred.
- d. Must possess good communications skills and have the ability to follow oral and written instructions.
- e. Ability to operate a cash register, receive monies and give proper change.
- f. Ability to handle inquiries and problems efficiently and direct to the proper staff members.
- g. Ability to report on time for work and notify the appropriate individual in advance if unable to work.
- h. Ability to establish and maintain an effective working relationship with other employees and the public.
- i. Ability to make accurate visual counts of persons in attendance.
- j. Ability to work a flexible schedule with some weekend, evening and holiday work required.
- k. Ability to concentrate and accomplish tasks despite interruptions.
- l. Work is performed typically standing, walking, bending, climbing stairs, stooping and lifting equipment and objects weighing up to forty (40) pounds.

Non-Exempt  
Non-Safety Sensitive  
7/11/03